



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **STUDENT ASSISTANT**

**\$8.13 - \$10.83/hour**

### **ENFORCEMENT BRANCH – FRAUD DIVISION SACRAMENTO**

The Fraud Division's Headquarters Office is seeking a Student Assistant obtaining a degree in Criminal Justice or Business Administration. Students with undeclared majors may also apply. The incumbent must exercise a high degree of initiative and independence in performing assigned tasks with a cooperative attitude and commitment to teamwork.

#### **RESPONSIBILITIES:**

Under the general supervision of a Staff Services Manager I or his or her designee, the incumbent provides support for the Local Assistance, Intake, and Office of Management Analysis and Reporting (OMAR) Units, as well as Fraud Division staff and management as needed. This person is responsible for assisting staff and management with specialized projects and assignments. The incumbent will review, analyze, organize, and catalog multiple law enforcement and district attorney documents, reports, and data; assist in the preparation of databases, spreadsheets, reports, and correspondence; and assist staff with setting up meetings, organizing meeting materials, developing PowerPoint presentations, reproducing document, and assembling documentation and binders. This position will support the Local Assistance Unit by assisting with the processing of four District Attorneys Grant programs, working with the District Attorney's offices, Fraud Assessment Commissioners, and allied law enforcement agencies and receiving, processing, and depositing restitution checks from courts, district attorney office, probation offices, and individual defendants. The incumbent will provide support to the Intake Unit by the accurate and timely input of confidential referrals of insurance fraud from insurers, self-insured entities, allied law enforcement, and the public into a law enforcement database; reviewing the referrals for accuracy; making corrections as needed; verifying insurer information using a variety of databases, zip code booklets, and other resources; and researching confidential case information for staff counsel. The incumbent may assist OMAR with reports and meeting preparation depending on the complexity and sensitivity of the assignment. ***Background check and fingerprinting are required. Free parking and close to Light Rail!***

#### **DESIRABLE QUALIFICATIONS:**

- Ability to work independently as well as a team member;
- Ability to use sound judgment and willingness to exercise a high degree of initiative, independence and originality in performing assigned task;
- Knowledge of Microsoft applications including Word, Excel, and Access databases;

**WHO MAY APPLY:** Applications will be accepted from current Student Assistants employed by the State of California or applicants currently enrolled in a college or university. Applicants must provide proof of enrollment as a student in an appropriate college or university program and a copy of college transcripts. Applicants with a major course of study in Criminal Justice or Business Administration are preferred. Applicants with an undeclared major may also apply.

**APPLICATION PROCEDURE:** Send a completed standard State of California application and proof of enrollment to Olivia Trejo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Student Assistant, Administration #413-176-4870-ADM" on the State application. Please attach proof of enrollment and college transcript to application.** For additional information, please call (916) 492-3310.

**FINAL FILING DATE:**        **July 2, 2007 or Until Filled**

**NOTE:** Interested individuals must submit an application in order to be considered for this position.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

6/21/2007 OT